

**SELLING A PROPERTY**

**Full Names**

<p>Please Print your <u>full</u> name(s) in BLOCK CAPITALS (inc middle names). We need this information to ensure your names are correct on all documents.</p>	<p>Name .....</p> <p>.....</p> <p>Name .....</p> <p>.....</p>
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**Contacting You**

<p>Please let us have details of how we can contact you.</p>	<p>Name:</p> <p>Work:</p> <p>Home:</p> <p>Mobile:</p> <p>Email:</p> <p>Best time to contact you:</p> <p>Name:</p> <p>Work:</p> <p>Home:</p> <p>Mobile:</p> <p>Email:</p> <p>Best time to contact you:</p>
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**Change of Address**

<p>If your property address has changed since you purchased your property please provide evidence by way of a recent utility bill</p>	<p>N/A <input type="checkbox"/></p> <p>Enclosed <input type="checkbox"/></p>
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**Change of Name**

4.1 Have you changed your name since you bought the property (e.g. Marriage or Deed Poll)

Yes  No

4.2 If so, please provide us with a copy of your Marriage Certificate or Change of Name Deed.

Enclosed

**Existing Mortgage Details**

5.1 Who is your current mortgage with Lender  
Address

.....  
.....  
.....  
.....

Telephone Number

5.2 What is your Mortgage Account Number?

.....

Please indicate how much is outstanding

£ .....

5.3 Are you aware if any penalties

Yes  No

5.4 If the penalty is payable do you want to complete your mortgage before it expires.

Yes  No

5.5 What date does your penalty expire

Date.....

5.6 Ideally, when would you like us to complete your matter

Date:.....

5.7 If your current mortgage lender charges interest on a monthly basis would you like to complete as the end of the month or ASAP.

End of Month  ASAP

Date .....

<p>5.8 On what date do you make your current mortgage payments and how much do you pay on a monthly basis.</p>	<p>Amount .....</p>
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**Second or Subsequent Secured Loan**

<p>6.1 Do you have any further loans secured against your property, including Legal Aid Charge or business overdrafts. If yes, please provide</p> <p>6.2 If details provided, please advise if it is your intention to repay or postpone these/s (There will be a separate fee for a postponement)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Lender Name: Tel Number: Address: Account Number Approximate Amount Outstanding £</p> <p>Lender Name: Tel Number: Address: Account Number Approximate Amount Outstanding £</p> <p>Repay <input type="checkbox"/> Postpone <input type="checkbox"/></p>
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Related Purchase	
7.1 Do you have a related purchase?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.2 If so, what stage is this transaction at?	.....
Estate Agents	
8.1 Has your property been sold via Estate Agents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.2 If so, who are the estate agents involved?	.....
8.3 What fee have you agreed with them?	£ .....
8.4 Upon exchange/completion, your estate agents will send us an invoice. Please confirm we have your authority to pay this invoice	Confirmed <input type="checkbox"/>
Buy to Let	
9.1 Is the property you are selling a buy to let	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.2 If yes, please provide a copy of the tenancy agreement	Enclosed <input type="checkbox"/>
Additional Land	
10.1 Have you bought any addition land since you originally purchased the property.	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.2 If yes, your new lender will normally require this land to form part of their security. Please let us have the deeds, unless they are with your lender	Enclosed <input type="checkbox"/> With Lender <input type="checkbox"/>
Leasehold information	

<p>11.1 If the property you are selling is a Flat or Leasehold house you must first answer these questions. Failure to do so may result in a delay in completing your transaction. If you are a member of a Management Company who deals with administration of the building, we will need to contact the person responsible for collecting ground rent or service charge.</p> <p>11.2 Is your ground rent paid up to-date. Please provide documentation confirming up to date.</p> <p>11.3 Is your service charge paid up to date. Please provide documentation confirming up to date.</p> <p>11.4 Are there any ongoing disputes with your Landlord. If yes, provide full details.</p> <p>11.5 Please forward a copy of the Lease.</p>	<p>Name of Landlord/Person you pay ground rent to:</p> <p>Address :</p> <p>Telephone:</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Enclosed <input type="checkbox"/></p>
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**Occupiers of the property**

<p>Please give details of all occupiers living at the property.</p>	<p>Name: Date of Birth Age Relationship:</p> <p>Name: Date of Birth Age Relationship:</p>
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## Sale Proceeds

13.1 Would you prefer the sale proceeds (if any) to be sent to you via cheque or telegraphic transfer (please note there is a fee for telegraphic transfers)

Cheque

Telegraphic Transfer

13.2 If you would like it to be telegraphically transferred, please provide the following details:

Bank Name

Bank Address

Sort Code

Account Number

Roll/Reference Number (if applicable)

## Future Address

Please provide us with the address where you will be moving to once this property has been sold.

## Any other factors

Please let us know if there are any other factors we need to be aware of in which are relevant to your transaction

## 16. Authority

I /We authorise Jacobs Law Solicitors

- To obtain the title deeds to the property.
- To obtain a repayment figure from your current lender(s)
- To obtain confirmation that ground rent, service charge or rent charge payment are up to date and, if someone else insures the property, details about the insurance.
- To complete the sale when we are able to do so.

Signed ..... Date of Birth..... Dated .....

Signed ..... Date of Birth..... Dated .....

- If there is more than one owner of the property, each one of you must sign this form.
- We will return to you any original documents that we asked for on this form, except title deeds which will be sent to the purchaser following completion of the sale.
- If you need more space, please use another sheet of paper.



**JACOBS LAW**  
S O L I C I T O R S